

# STUDY GUIDE



## LAW ENFORCEMENT EXAMINATION

**I/O SOLUTIONS**  
**THE PUBLIC SAFETY**  
**SELECTION SPECIALISTS™**

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# Introduction

This study guide has been developed to introduce you to the *Law Enforcement Examination* (LEE), an examination used to select public safety officers (county, municipal, park, health care facility and campus police officers, state park police officer trainees, county and state correctional officers, and sheriff's officers) in the State of New Jersey. The exam consists of a series of multiple-choice questions and rating scales designed to assess important cognitive abilities and personality traits that are necessary for effective job performance as a public safety officer.

In developing the LEE, a group of public safety experts from police, sheriff's, park service and corrections departments in the State of New Jersey identified many of the tasks essential to the performance of the jobs of various public safety officers. From these tasks, 10 essential areas for entry-level testing were determined. These 10 essential areas are as follows:

- *Written Comprehension*
- *Written Expression*
- *Problem Sensitivity*
- *Deductive Reasoning*
- *Inductive Reasoning*
- *Information Ordering*
- *Spatial Orientation*
- *Mathematical Reasoning*
- *Selective Attention*
- *Personality Traits*

These 10 areas have been clustered or grouped into two sections on the LEE. The cognitive section, which consists of the first nine areas listed above, will include a total of 70 questions. Various attitudes and personality characteristics will be assessed

in the second section of the LEE, which will include 100 items. We anticipate that you will be allowed a total of two hours and 15 minutes to complete both sections of the LEE.

The selection process for public safety officers is very competitive, and higher scores on the exam will increase your chances of being hired by a public safety agency in the State of New Jersey. Although you are not required to read or use this study guide, we encourage you to do so. The more you prepare for the test, the more likely you are to improve your score. In this guide, we hope to accomplish the following:

- inform you of the rules governing the testing process
- provide specific instructions for completing the exam answer sheet
- help you become acquainted with the types of questions included in the exam
- provide you with some general test-taking strategies
- provide answers to some frequently asked questions concerning the test administration and hiring process

We hope that this study guide will help you to become better prepared for the LEE, and we wish you success on this examination and in your future career.

## Test Basics

It is crucial that you arrive on time at the examination site. Punctuality will demonstrate your enthusiasm for a career in public safety. **Candidates who arrive late for the examination will not be tested.** We strongly recommend that you make plans to arrive early. Allow time for traffic delays, bad weather and any other problems that may arise on the day of the test.

When you arrive at the examination site, you will need to follow the proper check-in procedures. Listen carefully to and follow all instructions given to you at that time. Any infraction of the rules may result in your being dismissed from the test. Remember that photo identification is mandatory for admittance to the test.

You must bring the following supplies to the test: two sharpened #2 pencils, an eraser and a watch. A small pencil sharpener is also recommended but is not mandatory. No other supplies will be permitted at the test site. Calculators and spelling or grammar aids will NOT be allowed at the test site.

The use of pagers, cellular phones and other communication devices will NOT be permitted during testing. Candidates are NOT PERMITTED to bring cell phones, pagers, recording devices, etc. into the test center. Possession of one or more of these prohibited devices inside of the examination center may result in disqualification. Handbags or other personal items must be placed on the floor under your work area (table/desk). You may not open your handbag or any other personal belongings during the testing process.

The proctors will distribute the tests; DO NOT open the test booklets until you are told to do so. The proctors or test

administrators will read aloud instructions for filling in your answer sheet and taking the test. Listen carefully to these instructions and be sure to direct any questions that you may have to the appropriate proctors or test administrators so that you know what to do.

It is also helpful for you to know in advance how to fill out your answer sheet before you take the LEE. Your answer sheet will be separate from your test booklet. When the examiner tells you to do so, write the letters of your last name, first name and middle initial in the appropriate boxes and completely fill in the corresponding circles. If any part of your name is longer than the spaces provided, just print all that will fit and fill in the corresponding circles. You may also be instructed to fill in the test-administration date, your social security number, your age, your date of birth, your race, your gender and the last year/degree of education completed. For some of these categories, you will have to write letters or numbers in boxes and then fill in the corresponding circles beneath each letter or number; for other categories, you will only have to fill in a circle.

### Important Notes:

Since your answer sheet will be machine-scored, it is vital that you fill out your answer sheet clearly and correctly. If your answer sheet is marked incorrectly, you may not receive credit for correct answers.

- When you are filling in circles, blacken your answer space firmly and completely (i.e., ●).
- If you mark the answer space with Ø, ○, ⊗ or (✓), the machine will not be able to read your answer.

- Mark only one answer for each question. If you mark more than one answer, your responses will be marked as incorrect, even if one of them is correct.
- If you decide to change an answer, make sure to erase your mark completely. An incomplete erasure may be read as a second answer, and your response will be marked as incorrect.
- Only the answer sheet will be scored; be sure to mark all of your answers on the answer sheet. Correct answers written in the test booklet will not count.
- Most importantly, make sure that each response has been marked in the correct space. Question 1 must be in space 1, question 70 in space 70, etc. If you accidentally skip a line and mark answers in the wrong places, you must erase all of the incorrect responses and mark your answers again in the correct spaces. Because you only have a limited time in which to complete the LEE, be sure to look at the number of the question and ensure that you are marking the space with the same number for *each* question.

Keep in mind that you will have approximately two hours and fifteen minutes in which to complete the LEE. Be sure to pace yourself so that you can complete the entire exam. If you finish early, we strongly encourage you to use the extra time to look over your work and check your answers. There is no bonus for finishing early, so we recommend that you use all of your time to perfect your exam.

If you have any questions while you are taking the exam, please raise your hand, and an exam proctor will assist you. Remember that the exam proctors are not allowed to

answer any questions regarding the content of the test.

Finally, it is strictly prohibited for you to leave the test site with any test materials. All test materials supplied **MUST** be returned before you exit the test site. In addition, you will be asked to sign a Security Pledge stating that you agree to refrain from discussing test content with anyone. It is important that you adhere to this agreement since divulging test content to others who have not yet taken the test may give them an advantage over you and others.

## **The Cognitive Section of the LEE**

The following sections will provide you with information about the cognitive areas that may be measured on the LEE, the types of questions that may be asked and ways that you can improve your performance in these areas.

### **Important Note:**

The questions on the LEE will be related to public safety and will involve situations that New Jersey law enforcement officers, park service employees and correctional officers may encounter on the job, such as issuing citations, supervising inmates, or interviewing witnesses and victims. However, the LEE does **NOT** require any previous experience or outside knowledge. Use **ONLY** the information provided in the questions or accompanying passages as a basis for choosing your answers.

### **Written Comprehension**

Written comprehension can be defined as the ability to read and comprehend written

words and sentences. You will use this ability as a public safety officer when reading legal bulletins, New Jersey state statutes, municipal ordinances, rules and regulations for inmates and staff, and other departmental policies, procedures, and memos.

On the LEE, you will be provided with a reading passage. You will then answer questions that will require you to recall details from the passage and to determine the meaning of the passage. In order to answer the questions correctly, you must be able to comprehend the passage.

### *Written Comprehension Sample Question*

**Please use the information in the following passage to answer the written comprehension sample question.**

Ms. Holly Jefferson called the Paterson Police Department at approximately 10:30 p.m. Tuesday evening to report a burglary in her apartment. She claimed that she had returned home at 10:20 p.m. that evening after seeing a movie with her boyfriend. She opened the door to her apartment and immediately felt cold air blowing into the apartment. She was alarmed because she distinctly remembered that all the windows in the apartment were closed in preparation for cooler temperatures that night. She stepped into her apartment and noticed that the entire place was in disarray. The upholstery of her living room furniture had been torn, and the stuffing of her couch was scattered about the floor. Her television, DVD player and stereo system were missing. Inside her bedroom, several articles of clothing had been stolen, including an expensive red leather jacket, three pairs of blue jeans, and an expensive pair of blue and white sneakers. She was also missing three pieces of jewelry: an

emerald necklace; a diamond tennis bracelet; and an opal ring. A window in her bedroom was wide open. Inside the kitchen, food and beverages had been spilled all over the floor, but nothing had been stolen. It was apparent that the burglar(s)/vandal(s) were attempting to do as much damage as possible.

Investigators at the scene were unable to obtain any witness information, but they did discover a palm print on Ms. Jefferson's bedroom window and a shoe print on a part of the kitchen floor that was covered in flour. It is unclear at this time whether this evidence can be linked to the perpetrator.

1. All of the following pieces of jewelry had been stolen EXCEPT \_\_\_\_\_.
  - a. a diamond tennis bracelet
  - b. an emerald necklace
  - c. an opal ring
  - d. an emerald bracelet

The correct answer to the written comprehension sample question is **(d)**. If you did not select the correct answer, please review the preceding passage.

### *Tips for Answering Written Comprehension Questions*

- Before the day of the test, read entire newspaper articles for practice. Underline important details and ideas and notice different points of view and types of supporting evidence. After you have finished the article, try to summarize the main point of the article and the different arguments that have been presented. Look over the words and sentences you have underlined. Were they the most important words and ideas? As you continue to practice this

exercise, you will become a more efficient reader, and you will read with greater comprehension.

- One strategy you may find helpful is to read the questions before you read the selection. The questions will tell you what important details you need to notice as you read the passage.
- Make sure that you read each question very carefully. Many candidates make mistakes on written comprehension questions because they misunderstand the question.
- Read all of the answer choices carefully. Try to eliminate incorrect answers until you are left with only one possible answer. If you have more than one possible answer, reread the passage.

### **Written Expression**

Written expression questions are designed to test your ability to write words and sentences that other people will be able to understand. Public safety officers will use this ability frequently to write the many reports, memos, affidavits and narratives that they are required to complete.

On the LEE, you will be required to choose the correct spelling of a word, detect misspelled words and grammatical errors in a sentence, and choose the correct phrase to complete a sentence, based on your knowledge of grammar and proper sentence structure.

#### *Written Expression Sample Question*

**Please determine which word in the following sentence is spelled incorrectly.**

**There will be only one misspelled word in this sentence.**

1. Chris Vogel explained that applying for an intirnship with the campus police would be beneficial for a career in law enforcement.
  - a. explained
  - b. applying
  - c. intirnship
  - d. career

The correct answer to the written expression sample question is (c). If you did not select the correct answer, you may wish to consult a dictionary or other spelling aid to help you determine which word in the sentence is misspelled.

#### *Tips for Answering Written Expression Questions*

- By reading more every day, you will be able to increase your vocabulary and to become more comfortable with different types of sentence structures.
- As you read, make a list of unfamiliar words. Afterwards, look up these words in the dictionary and write down their definitions in a notebook. By writing down these words and their definitions, you will be able to remember them more easily.
- As you read newspapers, magazines and books, practice locating the subjects and verbs of various sentences. Try to determine why a particular kind of verb is required to complement a particular kind of subject.
- If you are aware that you have difficulty spelling certain words, make flash cards and ask someone to help you practice spelling these words.

- If you are not familiar with terms such as “passive voice” or “direct object,” we recommend that you consult a grammar guide as a refresher so that you are able to analyze the sentences in the test questions to understand what elements are required to complete the sentence grammatically.

## **Problem Sensitivity**

Problem sensitivity questions test your ability to sense if something is wrong or is likely to go wrong. Public safety officers constantly use this skill when patrolling neighborhoods or prisons or interacting with individuals. This skill involves the ability to sense that a situation is going to deteriorate or worsen, to recognize the symptoms of a physical problem that requires first aid or to sense that an individual has a problem, even if he or she insists that everything is all right.

On the LEE, you may be asked to read a short passage. You will then determine what is most likely to be the main problem or the cause of a problem in the situation that is presented in the passage. You may also be presented with a series of problems, requiring you to identify the problem that is most crucial or would require you to request the assistance of other coworkers.

## *Problem Sensitivity Sample Question*

**Please use the following information to answer the problem sensitivity sample question.**

1. Imagine that you are a correctional officer in a county facility. Which of the following problems would you investigate or handle FIRST?
  - a. An inmate complains that another inmate in his unit sings loudly to himself at night, disturbing everyone in the unit.
  - b. An inmate uses a racial slur when arguing with a correctional officer.
  - c. An inmate is complaining of a sore throat and wants to be examined at the infirmary.
  - d. An inmate informs you that another inmate in his unit has a large supply of homemade weapons that he is selling to other inmates.

The correct answer to the problem sensitivity sample question is **(d)**. If you did not select the correct answer, please reread the question for details as to why the other answer options might be incorrect.

## *Tips for Answering Problem Sensitivity Questions*

- You will need to rely on your common sense to answer most of these questions. Make sure that you read the situation carefully and look for important details. Carefully examine the answers and make sure that you pick the answer that relates most closely to the details presented in the passage or that best answers the



question. For example, in the previous problem sensitivity sample question, (d) is most likely to be the most serious problem. An inmate making and selling homemade weapons could be the cause of increased violence in the facility. The other problems listed depict annoyances, issues that could be successfully managed by the correctional officer in question or what is likely to be a minor illness. They do not present as urgent a problem as described in (d).

- If you are asked to imagine what would be the first step you would take to solve a problem, you may find it helpful to imagine the consequences that would arise if you followed each answer option.

### **Deductive Reasoning**

When you take the LEE, you will encounter deductive reasoning questions, which will measure your ability to apply general rules to specific problems in order to reach a logical conclusion. Public safety officers use this ability to apply New Jersey state statutes, municipal ordinances and laws, and departmental policies and procedures to specific situations.

On the LEE, you may be asked to read a passage that explains a hypothetical department's policies and procedures or other laws and ordinances. (Note: the policies, procedures and laws you will find on the test are not meant to reflect the actual policies and procedures of a real public service agency in the State of New Jersey or actual state laws or ordinances.) You will then be given a specific situation related to the policies, and you will have to decide the best course of action based on what you know about the given policies and procedures.

### *Deductive Reasoning Sample Question*

**Please use the information in the following passage to answer the deductive reasoning sample question.**

In the event of a traffic crash involving death or personal injuries, officers should remember the following ordinances:

- The driver of any vehicle involved in a crash resulting in the injury of any person must immediately stop the vehicle at the scene of the crash or as close thereto as possible and must remain at the scene of the crash until he or she has fulfilled the requirements of statute 7.A3A. Any person who willfully violates this paragraph is guilty of a felony in the third degree.
- The driver of any vehicle involved in a crash resulting in the death of any person must immediately stop the vehicle at the scene of the crash or as close thereto as possible and must remain at the scene of the crash until he or she has fulfilled the requirements of statute 7.A3B. Any person who willfully violates this paragraph is guilty of a felony in the second degree.
- Any person convicted of violating the above ordinances shall have his/her driver's license revoked.
- Every stop must be made without obstructing traffic more than is necessary, and, if a damaged vehicle is obstructing traffic, the driver of the vehicle must make every reasonable effort to move the vehicle or have it moved so as not to obstruct the regular flow of traffic. Any person who fails to comply with this subsection shall be cited for a nonmoving violation.

1. Paul Troski was driving his car, a green 2002 Cadillac Escalade, and talking on his cell phone on his way to work. Witnesses say that he ran a red light at the corner of Broad and Elm and crashed into the driver's side door of Rebecca Scofield, who was driving a red 2000 Buick LeSabre. Ms. Scofield was not wearing her seat belt and suffered severe injuries to her head, neck and her shoulder. It is unclear what type of injuries Mr. Troski sustained because as soon as he discovered that he could still drive his car, he left the scene before the police arrived. Police found Mr. Troski at his home shortly afterwards. According to the previous information, Mr. Troski will be charged with which of the following for leaving the scene of the accident?
  - a. None, because Ms. Scofield's injuries were caused by her failure to wear her seat belt.
  - b. A nonmoving violation.
  - c. A felony of the second degree.
  - d. A felony of the third degree.

The correct answer to the deductive reasoning sample question is **(d)**. If you did not select the correct answer, please reread the regulations preceding the question.

#### *Tips for Answering Deductive Reasoning Questions*

- Be sure to read both the policies and the questions carefully. Occasionally, there will be irrelevant details in both the general policies and the specific situations, so make sure to match up important details carefully and disregard the information that does not help you

answer the question. For example, in the deductive reasoning sample question, the models of the cars that Mr. Troski and Ms. Scofield were driving and the location of the collision were not pieces of information that helped you answer the accompanying question. You had to ignore those details to reach the correct conclusion.

- Other times, you may have to combine policies to find the right answer.
- You may be able to practice your deductive reasoning skills by looking at a set of rules or policies. They could be school regulations, office policies at your current job, city ordinances, etc. Try to imagine situations in which a person could either follow or violate the rule(s). What parts of the rule(s) would you cite if you had to defend someone or issue a citation?

#### **Inductive Reasoning**

Inductive reasoning questions assess your ability to combine separate pieces of information or use specific details to form general rules or conclusions. Inductive reasoning involves the ability to think of possible reasons that certain causes and effects seem to go together, such as giving a logical explanation for a series of events that seem unrelated. Public safety officers use this ability when analyzing crime trends or reading departmental graphs or tables.

On the LEE, you will be given tables of information, bar graphs or pie charts. You will be asked to make general conclusions based on the information provided in these tables and charts. What trends do you notice? Have specific strategies been successful or unsuccessful? (Note: any

statistics you may find on the LEE are not reflective of actual statistics or studies.)

*Inductive Reasoning Sample Question*

**Please use the table below to answer the inductive reasoning sample question.**

**Total Number of Larcenies/Thefts in Atlantic City from 1994-2002.**

Year	Number of Larcenies/Thefts
1994	3,943
1995	3,846
1996	3,772
1997	4,021
1998	4,055
1999	4,197
2000	3,996
2001	3,774
2002	3,627

1. In 1999, the Atlantic City Police Department organized several citizen crime prevention seminars to help prevent nonviolent crimes against property, such as theft and vandalism. Based only on the information provided in the previous table, how successful were these seminars?
  - a. The seminars were successful in helping citizens prevent larcenies/thefts from 1999-2002.
  - b. The campaign was unsuccessful in helping citizens prevent larcenies/thefts at any point during 1999-2002.
  - c. The seminars were highly successful in 2000, but the number of larcenies/thefts increased afterwards.
  - d. The seminars were mostly successful because although the number of larcenies/thefts increased from 2000-2001, there was a drastic decrease in larcenies/thefts in the year 2002.

The correct answer to the inductive reasoning sample question is **(a)**. If you did not select the correct answer, please re-examine the provided table and the sample question.

*Tips for Answering Inductive Reasoning Questions*

- Be sure to examine carefully every aspect of the charts or graphs provided and every part of the answer options. If you misread a label or number, you obviously will not be able to reach the correct conclusion.

- You can practice your inductive reasoning skills by looking through a newspaper, magazine or math textbook for a chart or graph. Instead of reading the article or an explanation of the chart or graph, try forming your own conclusions about the data. Then read the article or explanation to see if you have reached a valid conclusion.

## Information Ordering

Information ordering questions will measure your ability to follow a rule or set of rules correctly or to arrange things or actions in a certain order. The things or actions may include numbers, letters, words, pictures, procedures, sentences and logical operations. Public safety officers use this skill when making arrests, issuing warrants, transporting prisoners or inmates, performing first aid and arranging sentences in a meaningful paragraph.

On the LEE, the information ordering questions you will most likely encounter will ask you to place several statements in either chronological or logical order. The statements could be part of a set of first aid instructions, parts of policies, or statements from witnesses to/or victims of crimes. You will also be asked which statements come before or after other given statements.

### *Information Ordering Sample Question*

**Please use the following information to answer the information ordering sample question.**

Your supervisor at the county prison has just distributed a flyer with instructions for cardiopulmonary resuscitation, which can be used at emergency scenes before the arrival of paramedics or other emergency medical

personnel. The instructions on the flyer include the following five statements.

1. After contacting emergency medical personnel, move the victim into the proper position. To open the victim's airway, turn him or her on his or her back, supporting the head and neck.
2. Just before performing mouth-to-mouth breathing, observe and feel for the victim's breathing.
3. To ascertain if someone requires CPR, tap or gently shake the shoulder of the person who collapsed. Shout, "Are you okay?"
4. When performing mouth-to-mouth breathing, use the thumb and forefinger of your hand to pinch the victim's nose shut. As you keep an airtight seal with your mouth on the victim's mouth, immediately give two full breaths.
5. If you receive no response from the victim, call 911 before performing CPR.

1. If you place the above statements in the most logical order, which step should be performed AFTER shaking, tapping or talking to the victim to ascertain if he/she requires CPR, assuming that the person needs further help?
  - a. You should perform mouth-to-mouth breathing.
  - b. You should call 911.
  - c. You should position the victim.
  - d. You should feel for the victim's breathing.

The correct answer to the information ordering sample question is **(b)**. If you did not select the correct answer, please reread

the statements and the question again or try rearranging the previous statements to create the most logical order.

### *Tips for Answering Information Ordering Questions*

- Look for word clues in the statements, such as “before” and “after.” See if any of the statements pair up in some way. For example, in the information ordering sample question, you are instructed to call 911 before performing CPR. The following step begins, “After contacting emergency medical personnel...”
- To practice information ordering, obtain a copy of a policy, a recipe, assembly instructions—something that clearly must be done in a certain order. Cut out the individual steps or instructions; mix them up and then see if you can rearrange them so that they are once again in their original, or most logical, order, relying only on the verbal clues you can find in the steps or instructions.

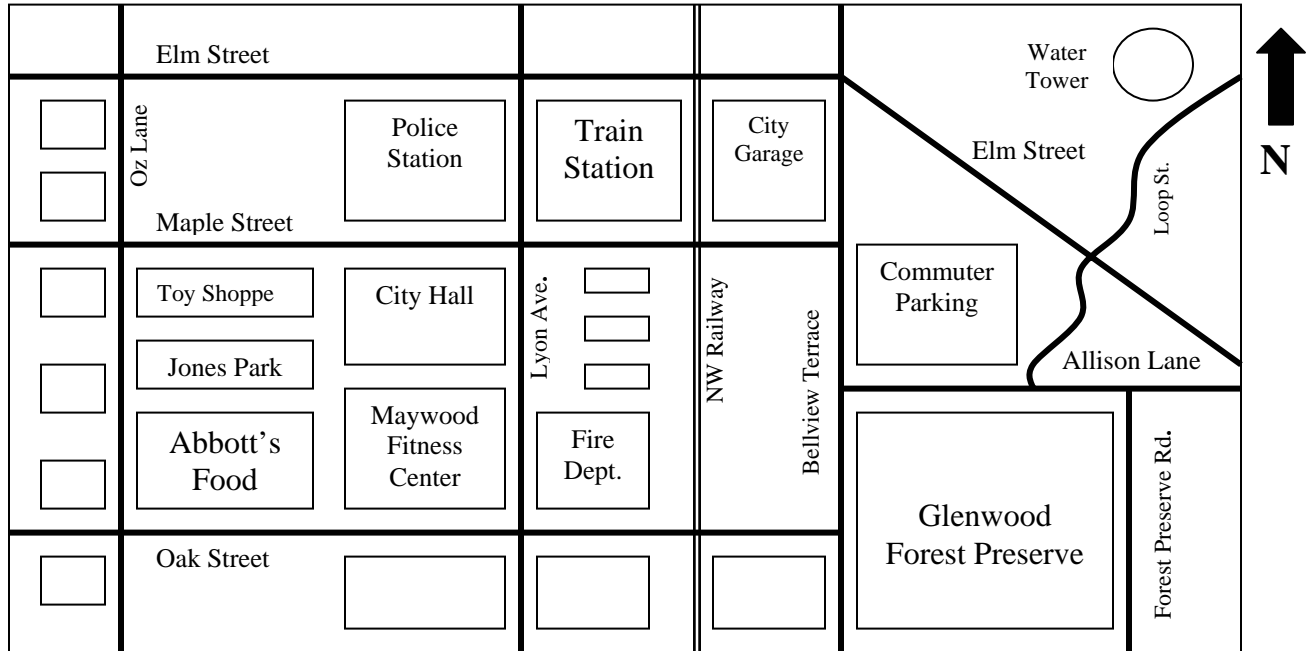
### **Spatial Orientation**

Spatial orientation questions are designed to evaluate your ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. This skill involves maintaining directional orientation in one’s bearings with respect to the points of a compass and allows one to stay oriented in a vehicle as it changes direction and location. Public safety officers use this ability when they have to reach a destination in their community or inside their facility or working area. They have to be able to visualize where they are in relation to their destination to determine the best route.

On some LEE questions, you will be presented with a map. You will then be given a situation in which you must determine the shortest (least distance) route from one location on the map to another. Alternately, you may be tested on where one object is in relation to another.

*Spatial Orientation Sample Question*

**Please use the following map to answer the spatial orientation sample question.**



1. Officers Charleston and Diaz are at the intersection of Oak Street and Lyon Avenue. They receive a call to report to the site of a traffic accident at Allison Lane and Forest Preserve Road. What would be the quickest (least distance) route for them to take in order to reach the site of the accident?
  - a. Travel east on Oak Street, then north on Bellview Terrace, then east on Allison Lane.
  - b. Travel west on Oak Street, then north on Oz Lane, then east and southeast on Elm Street, then southwest on Loop Street.
  - c. Travel east on Oak Street, then northeast on Allison Lane.
  - d. Travel west on Oak Street, then north on Oz Lane, then east on Maple Street, then south on Bellview Terrace, then east on Allison Lane.

The correct answer to the spatial orientation sample question is **(a)**. If you did not select the correct answer, please reread the question or re-examine the map.

#### *Tips for Answering Spatial Orientation Questions*

- As with previous question categories, read the maps and situations very carefully. Occasionally, you will learn in the passages provided that certain streets are one-way only or that traffic flows more slowly on certain roads due to construction or other conditions. Take these factors into account when choosing the best possible route.
- Practice your spatial orientation skills with other types of maps. Figure out the best way to reach one destination from another. Make this activity challenging by placing obstacles on certain paths. Imagine, for example, that a certain road has been blocked by the police. What would be the shortest route to your destination while avoiding this obstacle?

#### **Mathematical Reasoning**

Mathematical reasoning involves calculating the correct answers to mathematical problems, such as determining averages, percentages or proportions. Public safety officers use these skills to calculate the value of items, determine bond percentages, estimate distances traveled, etc.

Mathematical reasoning questions will present you with all of the information that is necessary to arrive at the correct answer. You must determine the proper mathematical operation (e.g., addition, subtraction) that should be used to solve the problem and correctly apply the operation to the information provided. Sometimes it will be necessary to apply more than one operation to solve the problem.

### *Mathematical Reasoning Sample Question*

**Please use the following information to answer the mathematical reasoning sample question below.**

1. George Reynaldo lives approximately 15 miles from the state park where he is employed. He is currently traveling 35 mph in his personal vehicle from his home to the state park so that he can report for duty as scheduled. Assuming that his speed remains constant, how long will it take George Reynaldo to reach the state park from his home?
  - a. 8.7 minutes
  - b. 15.0 minutes
  - c. 25.7 minutes
  - d. 39.0 minutes

The correct answer to the mathematical reasoning sample question is (c). If you did not select the correct answer, please reread the question and recheck your calculations.

#### *Tips for Answering Mathematical Reasoning Questions*

- If there are mathematical concepts that you may not feel comfortable with, such as working with proportions, fractions or percentages, practice solving problems in a mathematical textbook.
- Become more aware of the mathematical operations that you use every day, such as balancing your checkbook, figuring out how much it will cost to fill up your gas tank, determining how much you will save if you use a certain coupon at the grocery store, etc.

- If you are used to performing many mathematical functions with the aid of a calculator, practice performing these calculations by hand.

### **Selective Attention**

Selective attention questions are designed to test your ability to concentrate on a task without getting distracted by external stimuli. Public safety officers might use this ability when completing paperwork while the radio is on or other distractions are present.

On the LEE, you will be presented with a series of numbers, letters and/or symbols. You will be asked to choose which one of the answer options beneath it matches the original pattern exactly.

#### *Selective Attention Sample Question*

**Please use the information below to answer the selective attention sample question.**

1. Find the pattern  $\hat{a}'\#!t5.7\$¥\text{çs}\pm F\ll$ 
  - a.  $\hat{a}''\#!t5.7\$¥\text{çs}\pm F\ll$
  - b.  $\hat{a}'\#!t5.7\$¥\text{çs}+F\ll$
  - c.  $\hat{a}'\#!t5.7\$¥\text{çs}\pm F\ll$
  - d.  $\hat{a}'\#!T5.7\$¥\text{çs}\pm F\ll$

The correct answer to the selective attention sample question is (c). If you did not select the correct answer, please re-examine the question and the answer options.

#### *Tips for Answering Selective Attention Questions*

- Be sure to allow yourself enough time to complete this portion of the test. Note the exact placement of the letters, numbers, symbols and spaces.



Occasionally, they will be in the wrong order or another similar-looking character will be substituted for one of the letters, numbers and symbols. Only one answer per question will be correct, so look carefully!

- Look at license plates, phone numbers or serial numbers that you see every day. Can you copy them down quickly and accurately?
- Try typing a random set of characters on your computer or word processor. Put this original set away for a while. Return to it later and, below the original set, try to type the exact same pattern of characters.

## The Personality Section of the LEE

### Personality Traits

The information presented in this section of the study guide will assist you in becoming familiar with the structure of the personality trait section of the LEE. A brief definition of this section is presented along with sample statements to orient you to the different item formats.

The items appearing in this section are significantly different from the questions appearing in the cognitive-abilities section in terms of design and requirements for your response. **It is important to note that the statements in this section are not scored in terms of correct or incorrect answers. Rather, they are scored in terms of the similarity between your responses and those of highly successful public safety officers in the State of New Jersey.** These items are presented as a series of statements for you to respond to by marking the answer that best fits your opinion. The following

five-point scale is provided for you to record your response to each statement presented:

1 – *Strongly Agree*  
2 – *Agree*  
3 – *Neither Agree nor Disagree*  
4 – *Disagree*  
5 – *Strongly Disagree*

There are no obviously “correct” or “incorrect” responses to these types of items as there are on the cognitive questions. The goal of the personality component of the LEE is to compare your attitudes and personality traits to those of successful public safety officers. The closer your responses match those of successful officers, the more likely it is that you will be successful on the job.

### Sample Personality Trait Statements

**Please rate the sample personality trait statements using the scale previously provided. Be as candid and honest as you can when making your ratings. Remember, there are no correct or incorrect answers.**

- 1) I am sometimes nervous around friends whom I have not seen for a long time.
- 2) I enjoy trying to make others feel comfortable in new situations.
- 3) When I am uncertain of how to complete a task, I will usually ask for instructions.
- 4) I am more assertive than most of my friends.
- 5) Most people feel stressed when they get home from work or school.
- 6) I work best as part of a team.
- 7) Sometimes I say one thing when I really mean something else.

### *Tips for Responding to Personality Trait Statements*

- Your response should be an indication of how you feel about the statement that is presented. **You should respond honestly to each statement.**
- A good guideline for answering these types of items is to put down the first response that feels right. Overanalyzing the statement or looking for a hidden meaning can often cause you to misunderstand the statement and respond in a manner that does not reflect your true personality.
- Do not answer these questions based on advice or coaching you may have received from others. Despite the claims made, no one, other than the authors of this test, knows which is the “best” answer to select for a given question.

## **Additional Test-Taking Strategies**

Throughout this study guide, we have offered you tips on how to improve your skills in each of the areas that will be assessed on the LEE. Following are some additional tips to help you do your best on the exam.

- Make sure that you get a good night’s sleep the night before the exam so that you are rested and relaxed on the day of the test.
- Stay confident! A confident and positive attitude will help you to do your best on the exam. Keep in mind that although you should view the LEE as a challenge, try not to succumb to stress and test-taking anxiety. Remember that by

carefully reading this study guide, you have prepared yourself for the LEE.

- Remember that you should pace yourself so that you can read and carefully consider each question.
- Only correct answers will be counted as part of your score. If possible, try to make an educated guess rather than a wild guess on the cognitive questions in the exam. Try to eliminate the answer choices you know to be wrong and try to reason among the answers that remain. If you still do not know the answer, make a guess from the answer choices that remain. The odds of choosing the right answer will increase if you can guess between two or three answer choices instead of four.
- When you make a guess, mark the question in your test booklet so that you can return to that question if time remains.
- It is very important that you respond to all of the statements in the personality section of the exam so that your true opinions and attitudes will be measured accurately.
- If you cannot understand the meaning of a word in a sentence or passage, reread the entire passage for the general or overall meaning of the selection. By looking at the context, or the words and phrases around the unfamiliar word, you may be able to determine the meaning of the unfamiliar word.
- Keep in mind that incorrect answers are sometimes designed to divert you from the correct response. Carefully read each answer option. Even if the option contains exact words or phrases from the

accompanying passage, this does not guarantee that that option will be the correct answer.

- Watch out for answer options that contain the words “only,” “always,” “never,” and “all.” Make sure that you carefully read any passages accompanying the question to determine whether an answer option is accurate or an exaggeration. This does not mean that any answer option containing these words is automatically incorrect. Again, you must carefully read the accompanying passage to determine the validity of an answer option.

**For additional exam orientation and preparation materials, please visit [www.publicsafetyrecruitment.com](http://www.publicsafetyrecruitment.com).**

## **Frequently Asked Questions (FAQs) about the 2006 Entry-Level Law Enforcement Exam**

Be sure to check the “Public Safety Exams” section of the DOP’s web site at [www.state.nj.us/personnel](http://www.state.nj.us/personnel) or call our automated telephone messaging system at (609) 292-8668 for additional information and updates.

### **What happens to the pool of eligibles from the 2004 LEE test?**

The current pool will expire when the results of the new test are issued. It will continue to be used to fill vacancies for the titles until the new pool is released.

### **Will candidates who passed the 2004 LEE test be able to carry over their scores for the 2006 Law Enforcement Series?**

No. Candidates who took the test for the 2004 announcement cannot carry over their scores. If you want to be in the new pool, you must take and pass the new test.

### **When will the new test be held?**

The tentative timeframe for the next entry-level Law Enforcement Examination is May/June 2006. Applicants will be randomly assigned to one of three test dates (or another date during this time period if more test dates are needed) and notified of their specific test date, time and location approximately two to three weeks prior to their examination. Given the size of the applicant population, the DOP will not be able to accommodate requests for a specific test date.

### **Once I’m scheduled, may I change my testing location?**

No. We make every effort to schedule candidates according to the preference indicated on their applications, but because of the high volume, we may not always be able to do so. If you left that part of your application blank when you filed your application, you will automatically be scheduled for testing in Mercer County.

### **If I am not available to take the exam on the scheduled test date, will I be allowed to take a make-up test?**

Pursuant to N.J.A.C. 4A: 4-2.9, make-up examinations for public safety examinations may be authorized only in cases of:

1. Error by the Department of Personnel or Appointing Authority.
2. Death in the candidate’s immediate family, as evidenced by a copy of the death certificate.
3. Catastrophic injury or illness requiring an extended convalescent period, provided the candidate submits a doctor’s certification containing a diagnosis and a statement clearly showing that the candidate’s physical condition precluded his or her participation in the examination as well as documentation from the candidate’s employer noting the candidate’s related leave from work.
4. Military leave, which will be handled as stated in N.J.A.C. 4A:4-2.9(c).
5. Exoneration from pending disciplinary or criminal charges as stated in N.J.A.C. 4A:4-2.9(d).

**MAKE-UP REQUESTS, WITH SUPPORTING DOCUMENTATION, MUST BE SUBMITTED IN WRITING WITHIN FIVE DAYS OF RECEIPT OF THE TEST NOTICE.**

However, in situations involving an illness, death or natural disaster that occurs on or immediately before the test date, a request for a make-up must be made in writing no later than five days after the test date. All make-up requests based on medical grounds must include a **New Jersey Department of Personnel Medical Authorization Form for Make-up Examinations Involving Professional Engineering Promotional Announcements and all Public Safety Announcements (DPF-728)** completed by the treating physician. This form can be obtained from our web site at [www.state.nj.us/personnel](http://www.state.nj.us/personnel) or by contacting the Department's Information Center at (609) 292-4144.

**Will make-up candidates take the same examination?**

Because of concerns regarding loss of examination security relating to the illicit discussion and/or dissemination of test content, the make-up examination for this announcement may not be identical to the original examination. That is, it may be very similar to the original examination, matching the content specifications of the original examination as closely as possible. This means that the make-up examination would measure in equal proportion, the same knowledge, skills and/or abilities that will be measured by the original examination. It will also be administered and scored in the same manner as the original examination.

**What title areas will be covered by this new announcement and its pool?**

The seven title preferences covered by the new pool resulting from the 2006 LEE are listed below.

Municipal Police Officer

Other Police titles include the following:

Campus Police Officer

County Police Officer

Park Police Officer

Police Officer, Health Care Facility

Police Officer, Palisades Interstate Park

County Correction Officer

State Correction Officer Recruit

Sheriff's Officer

State Correction Officer Recruit, Juvenile Justice

State Park Police Officer Trainee

(Bilingual in Spanish and English and Bilingual in Korean and English variants are also available for some of the titles indicated.)

**What titles will NOT be covered by the 2006 LEE announcement?**

The titles of County Park Ranger and Juvenile Detention Officer (County) are NOT included in the pool of titles tested by the 2006 LEE. Separate examination announcements for each of those titles will be issued when the need arises. In addition, the title of New Jersey State Trooper is not covered because it is announced and tested separately by the NJ Department of Law and Public Safety.

**What's my Applicant ID number?**

In accordance with NJSA 11A:4-1, all job applicants are requested to provide their Social Security Number (SSN) on applications to establish a unique means of identifying all of their records throughout the selection and appointment processes. Providing the SSN is voluntary. If you do not provide your SSN, another unique identification number will be assigned to you, and that number will appear on all subsequent records related to this test.

**Is there a maximum hiring age?**

The only titles in the Law Enforcement Series that have a maximum age are Municipal Police Officer and Municipal Police Officer Bilingual. Applicants over age 35 as of the closing date of the examination are not eligible for Municipal Police Officer positions, with certain exceptions. (An applicant is considered to be over 35 on his/her 35th birthday.) By law, applicants may reduce their age by deducting the following: (1) the amount of time served in the military if they meet the criteria for veterans preference and/or (2) the amount of time previously served in certain law enforcement titles. To qualify for this provision, separation from prior service must have been for reasons other than removal for cause on charges of misconduct or delinquency.

If you would like more information on this topic, the DOP has a separate pamphlet, which is available on our web site at [www.state.nj.us/personnel](http://www.state.nj.us/personnel) under the Public Safety Testing section or by calling our Information Center at (609) 292-4144.

**How can I get veteran's preference?**

In order to be assigned veteran's preference for any examination, you must have claimed it on your original application, met the requirements for it and submitted the required proof by the closing date. If you did not submit the required documentation by the closing date, you will not have veteran's status for this new pool.

You do not have to wait for the exam to be announced to file for veteran's preference – in fact, we encourage you to do it as soon as possible to ensure that your paperwork is on file in time for future job announcements.

**Once I take it, may I review the test?**

To protect the security of this examination, there will be no review of any test material.

**If I pass the test, will you tell me my rank on the list?**

The eligibility notice will only include your final average and veteran status because the entry-level law enforcement testing process places candidates who pass the test in an eligible pool. There is no hiring list or rank until a certification is requested by the Appointing Authority (AA) for a hiring agency and the certification is issued by the DOP.

**What is a certification?**

It is a list of names selected from the eligible pool that we provide to an Appointing Authority for a specific jurisdiction or agency to use for their hiring process. Names will appear on a certification in rank order based on score and veteran status.

**Who does the actual hiring?**

Each jurisdiction or agency has its own Appointing Authority for the selection process. The DOP reviews the AA's documentation for each certification to ensure compliance with related rules and regulations. The DOP is not the Appointing Authority for entry-level law enforcement titles.

**Does being certified mean I'll be interviewed or appointed?**

No. It means you MAY be interviewed and/or considered for appointment if you are reachable on the certification list.

### What about tied scores?

We do not break ties. Candidates who have the same final average and veteran status have equal ranking on a certification. For example, if there are 20 people on the certification with the same final average and they're all non-veterans, they will be listed in alphabetical order by their last names, but they all have the same rank on that certification. If one of them is reachable for an appointment, all are reachable, and the Appointing Authority may hire any one of them.

### Do veterans get extra points?

No extra points are given. However, eligibles with disabled veteran or veteran status are grouped at the top of the certification list by their veteran status and then by their final averages. Disabled veterans are placed above veterans who, in turn, are placed ahead of non-veterans.

### How does residency affect my status?

Each jurisdiction has its own residency requirements that **must be met by the candidate by the announcement closing date** for filing applications. Some jurisdictions may only require you to be a resident as of the closing date, which means that you would still be eligible if you moved after the closing date. Other jurisdictions may require you to be a resident through the appointment date, which means that you will not be eligible if you moved after the closing date. As indicated above, the closing date for the 2006 LEE was March 31, 2006. When you filed an application for this announcement, you were required to enter a 4-digit residency code that established where you lived as of the closing date. That residency code will remain in your record for the life of this new pool. If you notify us that you move, we'll change your address for mailing purposes but **not** your residency code. Therefore, if you move from one jurisdiction to another after March 31, 2006, you will not be eligible for appointment in your new jurisdiction unless their residency requirement is open to your former jurisdiction.

Here's an example of how it works for Ewing and Trenton, which are jurisdictions that require residency through the appointment date. Both Ewing Township and Trenton have ordinances limiting appointments to their own residents. The closing date for the 2006 LEE was March 31, 2006. Assume that John filed an application and indicated residency code 1102 for Ewing Township. On April 3, 2006, he notified the DOP that he moved to the city of Trenton. We will change his address for mailing purposes. If Ewing Township gets a certification from the new pool, his name may be included on it because of his original residency code; however, Ewing Township will disqualify him because he no longer lives there. If Trenton gets a certification from the new pool, his name will not be on it because he did not live in Trenton as of the March 31, 2006 closing date.

*Before moving, we suggest that you check with both your current and new jurisdictions to determine how the move will affect your eligibility.*

### What is the certification process?

When an Appointing Authority (AA) for an agency or jurisdiction notifies the DOP that it has vacancies for a title covered by this pool, we search the pool for eligibles who accomplish the following:

1. meet the residency requirements for that agency or jurisdiction; and
2. selected that specific title area when they filed.

The names are sorted by veteran status, then by final average – ranking disabled veterans first, regular veterans next and then non-veterans. We do not necessarily certify all of the eligibles at the same time. Rather, we may certify only enough eligibles in order to fill the current vacancies. We will send certified eligibles a Notification of Certification, advising them to contact the AA in writing within 5 business days. That notice also indicates their ranking on that particular certification. We also provide a list of the certified eligibles' names to the AA. Eligibles who do not respond to this notification (by writing to the AA) will be considered no longer interested and will be removed from the pool for that particular title area.

### **Once a certification is issued, how are people chosen for appointment?**

As described below, the selection process often takes six months or more because it is so involved, so please be patient:

1. The Appointing Authority conducts background investigations for the eligibles who indicated that they were interested in being appointed. Those investigations may include reports from their criminal, employment and driving records. The AA will usually disqualify anyone with negative reports. In accordance with N.J.A.C. 4A:4-6, any false statement of any material fact (including educational and employment records) or any deception or fraud in any part of the selection or appointment process will be grounds for disqualification and possible legal action. Candidates who are certified to the Department of Corrections (DOC) must also take and pass a video-based test designed to assess situational judgment.
2. Not all eligibles who pass the background investigation (and the situational judgment video-based test for DOC certifications) are offered the currently available jobs. Disabled veterans and veterans have absolute preference and must be appointed first. Where there are no disabled veterans or veterans, the "rule of three" applies, which means that the AA may select any one of the first three non-veterans for each appointment they make. However, when eligibles on a certification have the same final average and veteran status, the rule of three for non-veterans is expanded to include everyone with the same score.
3. The AA will schedule those selected for medical and psychological examinations.
4. Everyone who passes both the medical and psychological examinations will be appointed.
5. The AA will forward the completed certification with supporting documentation to the DOP, where it will be reviewed for compliance with the rules and regulations.

**Please Note:** A candidate who is disqualified for a negative background investigation and/or who fails a medical and/or psychological examination will be removed from the pool for all future certifications for any title.

### **When will the new pool of eligibles be available and when will it expire?**

We expect to have the new pool available in the fall of 2006. It will expire two years after it is released or when the next pool is issued, whichever occurs later.



**How do I notify the DOP about a change in my name or mailing address?**

You must notify the DOP in writing **immediately** if you change your name or mailing address or if it is listed incorrectly on a notice that you receive from us. To ensure that your records are updated correctly, please include the following in your request for change:

- your name;
- your social security number or, if you have been assigned a unique number for the examination process, include that number;
- your new mailing address, including zip code;
- where you actually live, if it is different from your mailing address;
- your daytime telephone number;
- your e-mail address (if you have one); and
- the effective date of the change.

You may mail, fax or e-mail your request as follows:

Address: NJDOP Information Center  
Division of Selection Services  
P. O. Box 310  
Trenton, NJ 08625-0310

Fax: (609) 984-1064

e-mail: [DOPinfo@dop.state.nj.us](mailto:DOPinfo@dop.state.nj.us)

For security reasons, changes cannot be implemented from telephone calls.

**IMPORTANT NOTE:** If your address changes and you fail to notify the New Jersey Department of Personnel promptly, as indicated above, you may miss an opportunity to be considered for a job!